

FIRE SAFETY TRAINING - LESSON PLAN



- **PORTABLE FIRE EXTINGUISHERS:**
Know where they are located and the basics of how to use them. Using fire extinguishers maliciously will result in a civil penalty and could jeopardize others' safety should they need to use the extinguisher.
- **FIRE DRILLS**
Fire drills are required each term. Everyone will participate during the drills. Follow house emergency plan. Take drills seriously.
- **EXTENSION CORDS, & APPLIANCES:**
Extension cords are not to be used in place of permanent wiring. Listed and fuse-protected power strips can be used if they are used safely & are not chained. Multi-appliance cubes should be avoided.
- **EXITS & EXITWAYS**
Exits and exit ways must be kept clear at all times. Don't leave boxes, bikes, or other personal belongings in hallways. It is particularly important to keep exits clear during social functions. Do not block them in order to control access, etc... Report any exit that is unserviceable in any way. Ensure all **EXIT** signs are illuminated at all times. If they are not, report them immediately.
- **EMERGENCY PLAN - (Hand out current house emergency plan to all residents)**
Go over the house emergency evacuation plan. Ensure ALL residents understand their responsibility to evacuate **whenever** the alarms sound (this INCLUDES all fire drills), that they know where the outside assembly point is, and what to do if they actually discover the fire (see house evacuation plan).
- **FIRE ALARM SYSTEM & SPRINKLER SYSTEMS (If so equipped)**
If the fire alarm activates (for any reason), GET OUT!! & STAY OUT!! until cleared to re-enter by the Corvallis Fire Department (CFD). Do not tamper with the fire alarm system or any of its components for any reason. This will jeopardize the safety of other residents & yourself and WILL result in a large civil penalty. **Do NOT silence or reset the fire alarm at any time until CFD gives the OK.** Exercise extreme caution around fire sprinkler heads. They will go off if struck hard enough. Only one head goes off at a time. Provide at least 18" of clearance all the way around and below each fire sprinkler head.
- **HIDDEN SPACES/HUTS**
If hidden spaces (butt huts) exist, empty them out and close them up in a permanent manner. These small areas are very unsafe and dangerous to anyone occupying them. Large civil penalties WILL be issued for such spaces. Encourage residents to consider creating an approved (by CFD) Guest Room for overnight use.

□ **PARTY SAFETY**

Maintain all fire and life safety precautions and equipment during all social functions whether they are sanctioned or not. Residents are at greater risk to injury or death during and after these times due to unfamiliarity with the property by some and the consumption of alcohol. Sober safety monitors **MUST** be assigned at all times. A safety check of the property should be completed at the conclusion of the event: look for cigarette butts, candles, clear exits, serviceable fire alarm system, residents sleeping only in approved areas, etc... **REMEMBER ALL PARTIES MUST BE REGISTERED WITH CFD!**

□ **APPROVED SLEEPING AREAS**

Residents are **ONLY** allowed to sleep overnight in those areas designated and approved for such use. In most cases, this is the sleeping porch, RA apartment, or an approved permanent guest room. This includes when residents are ill, when a guest is staying the night, or when a resident has to get up early, etc... Large civil penalties **WILL** be issued for this violation. Other areas in the house are typically not equipped with the necessary smoke alarm devices or approved exiting features, making them **VERY** unsafe to occupy overnight.

□ **ELECTRIC BLANKETS**

Turn off when not in use. Make sure electrical wires are not pinched between mattress and springs. Discard damaged or malfunctioning blankets. Blankets over 10 years old should also be discarded.

□ **SPACE HEATERS**

Turn off and unplug when not in use or when someone is not in attendance. Do not use in areas while residents are sleeping. Provide at least 36" clearance all around. Heaters must be equipped with a tip-over shut-off switch.

□ **CANDLES & OTHER OPEN FLAMES**

Permits are required for the use of candles at public events. Individual use of candles or incense should be prohibited in the house. If they are allowed, they should be placed on a non-combustible surface and away from other light combustible material, such as fabric or paper, etc.. They should never be used when no one is present and extinguished before leaving or going to bed. Discuss your local house candle policy.

□ **FIRE DOORS**

Ensure doors that are heavy-duty and self-closing (such as stairwell doors and sleeping porch doors), are kept closed and latched at all times. Do **NOT** prop these doors open. Report them for repair if they do not close and latch unaided. They are there to protect you!

□ **COOKING**

Cooking should only occur in an approved kitchen. Never leave anything cooking unattended for any length of time. Know the location and use of the nearest fire extinguisher and built-in fire extinguishing system. Keep overhead grease collection filters clean at all times.

□ **REPORTING FIRE HAZARDS & LIFE SAFETY DEFICIENCIES**

If you see something that looks unsafe, report it to the appropriate person (tell them who that would be). Items to report include those that we have discussed earlier. You're protecting yourself & others.

□ **PROHIBITED ITEMS**

Discuss those items that are prohibited in the house. These may include: candles, halogen lamps without protective screens, personal toasters, coffee pots, toaster ovens, portable space heaters, incense, smoking, etc...

□ **MALICIOUS HORSEPLAY**

Horseplay that affects fire and life safety components must not be permitted. Tampering with fire extinguishers, fire alarm devices, fire sprinklers, EXIT signs can reduce the safety of the individual as well as fellow residents & WILL result in civil penalties. Encourage residents to let off steam in other less dangerous ways.